



DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
OFFICE OF THE ADJUTANT GENERAL
COMMONWEALTH OF PENNSYLVANIA
FORT INDIANTOWN GAP
ANNVILLE, PENNSYLVANIA 17003-5002
www.dmva.state.pa.us

MPM-SA

16 April 2012

MEMORANDUM FOR All Commanders, Pennsylvania Army National Guard

SUBJECT: Department of the Army (DA) Official Photographs (I051-12)

1. Reference.

- a. AR 640-30, Photographs for Military Human Records, 18 Sep 08.
- b. ALARACT Message 202/2008, Dec 08, subject: Army Service Uniform (ASU) Wear Policy.

2. Purpose. To provide updated DA policy and procedural guidance to all PAARNG Soldiers on taking, selecting, submitting, and maintaining DA official photographs for promotions and promotion boards. Additionally, it supersedes guidance established in MP Policy Memo, 12 Nov 08, subject: Department of the Army (DA) Official Photographs for Promotions (I012-09) and rescinds MP Information Memo, 17 Dec 07, subject: Department of the Army (DA) Photographs at Pennsylvania Air National Guard Wings (I024-08).

3. Policy.

a. Current DA photographs will be taken and maintained in the DA Photograph Management Information System (DAPMIS) for the following PAARNG Soldiers:

- (1) All commissioned officers.
- (2) All warrant officers.
- (3) All NCOs in the grade of E-6 and above. Soldiers in the grade of E-5 and below are not normally authorized a DA photograph. If, however these Soldiers require a photo for any reason, it will not be accessible in DAPMIS, iPERMS, or via the Soldier's AKO link. A paper copy will be provided.
- (4) Soldiers must either accept or reject the photograph using the DAPMIS link via AKO within 3 days of the photo.
- (5) By regulation, paper or hard copies will only be provided to active drilling members of the PAARNG.

MPM-SA

SUBJECT: Department of the Army (DA) Official Photographs (I051-12)

(6) Images that cannot be uploaded under provisions of this policy memo or AR 640-30 will be provided to the Soldier in hard copy.

b. Frequency of a new or updated DA photo.

(1) Awarding of an ARCOM or higher (state awards – not applicable).

(2) General Officers – every 3rd year, or within 60 days of promotion to next higher grade.

(3) Officers and NCOs – every 5th year, or within 60 days of promotion to next higher grade.

(4) Female Soldiers due photographs during pregnancy have 6 months to complete the new or updated photo after the pregnancy.

(5) Soldiers assigned to areas without photographic facilities, i.e., hostile fire areas, are exempt from normal frequency standards, and have 90 days after redeployment to execute a new or current DA photo.

c. Reshoots.

(1) Are authorized if due to photographer or mechanical error.

(2) One reshoot is authorized to Soldiers who are out of uniform.

(3) A third reshoot must be preceded by written, signed, or digitally-signed request from the Soldier's commander or equivalent.

d. Uniform.

(1) Soldiers have the option to take their DA photo in the new Army Service Uniform (ASU). This is strictly optional on the Soldier's part. Soldiers may continue to take their DA photo in the Army Green Service Uniform until the mandatory possession date of the ASU in 4th Quarter FY 14.

(2) Soldiers must wear basic branch insignia, all permanent federal and state awards, decorations, badges, tabs, regimental affiliation insignia, shoulder sleeve insignia (patch), and unit crests, if applicable. State awards may not be worn by PAARNG personnel while serving on Active Federal service, under provisions of Title 10, United States Code.

(3) Pockets, lapels, and the front of the jacket may be taped; no other changes or alterations to the uniform are authorized.

MPM-SA


SUBJECT: Department of the Army (DA) Official Photographs (I051-12)

(4) Soldiers will not be photographed with the rank insignia of a frocked grade.

e. Scheduling appointments. Many Army installations offer DA photo services; Soldiers must contact the installation directly for information and scheduling. Be aware that Pennsylvania Air National Guard facilities do not offer DA photo services. Appointment information for Fort Indiantown Gap is located at the following link: <http://www.vios.army.mil>.

4. The point of contact for this memorandum is CW2 Cooper at 717-861-6385, james.m.cooper@us.army.mil and CW2 Thompson at 717-861-9630, wanda.thompson@us.army.mil.

FOR THE ADJUTANT GENERAL:


MICHAEL S. CURRAN
LTC, IN, PAARNG
Deputy G1

DISTRIBUTION:

E1